

Essential Collections for Every Library

From Mary Hogue

Weeding your collection? Building your collection? Don't know what to keep or toss? The Reference Library of the Library Commission can help you build and maintain a great collection with the *Core Collection* databases from EBSCOHost. Formerly the "standard catalogs" from HW Wilson, these respected resources will help you identify titles to add, keep, or withdraw from your collections. We subscribe to *Fiction, Public Library, Children's, Middle and Jr. High*, and *Senior High Core Collections*.

These titles are part of the WVLC Reference Library's collections and aren't available through WV InfoDepot, but if you are a *registered patron* of the Library you have access to these and many other databases. Registering is easy: call the WVLC Reference Library at 800 642 9021, Option 3. We'll register you and mail a list of all our databases and passwords along with your WVLC Reference Library card.

Supplemental Grants Awarded

Supplemental Grant applications were recently received from the state's public libraries. Over \$859,000 was requested by libraries, but only a little over \$135,000 was available to fund these worthy projects. WVLC concentrated on applications for audits (to insure compliance with state regulations) and facilities-related projects. The following libraries have had their funding requests approved:

Belington Public Library
Burlington Public Library

Burnsville Public Library
Clay County Public Library
Cowen Public Library
Craft Memorial for the War Public Library
Elkins-Randolph County Public Library
Fort Ashby Public Library
Greenbrier County Public Library
Hundred Public Library
Jackson County Public Library
Kingwood Public Library
Logan Area Public Library
Lynn Murray Public Library
Mary H. Weir Public Library
Mason City Public Library
Mingo County Public Library
Paw Paw Public Library
Piedmont Library
Pleasants County Public Library
Pocahontas County Free Libraries
Sistersville Public Library
Southern Area Library
Swaney Memorial Library
Taylor County Public Library
Tygart Valley Community Library
Valley Head Public Library
Webster-Addison Public Library
White Sulphur Springs Public Library

WVLC will use the multitude of requests to plan for future possible funding mechanisms and specialized projects. Our congratulations go to those libraries receiving funds.

FROM THE SECRETARY...



**Karen E. Goff, Secretary/State Librarian
West Virginia Library Commission**

FY 2012-2013 [Grants-in-aid forms](#) are posted on the WVLC web site. These are the forms necessary to assure that libraries receive 1st quarter GIA allotments as soon as possible in July. All forms **as well as the library's 2012-2013 budget** must be submitted to the Library Commission by **June 1, 2012**. The forms are fillable PDFs and can be opened and completed using Adobe Reader. However, because of the required original blue ink signatures, the completed forms must be returned by surface mail. Service Center libraries submit forms for Affiliates as a group. Each Service Center sets a due date for Affiliates to have the forms returned in advance of the June 1 date. Maintenance of Effort forms are no longer necessary since a MOE item was added to the 2011 Bibliostat report. If you have questions, please contact [Denise Seabolt](#).

National Letters About Literature Winner from West Virginia. The Center for the Book in the Library of Congress has selected Darius Atefat-Peckham from Huntington as a Level I national award winner in the Letters About Literature contest. Only six students in the entire country, two from each competition level, win this award. Darius wrote to Mark Roby, author of *Dog Years*. His beautiful letter explains how the book and his dog helped him cope with tragic loss. He thanks the author for raising questions that are hard to answer, like "What is death, anyway". He writes "Most people wouldn't consider this a book kids could understand, or should read. But I wish that adults understood that mushy answers don't feel true, and they don't comfort us. Sometimes they make me feel even sadder." Darius is 11. Everyone is invited to the West Virginia Letters About Literature Awards Ceremony in the Culture Center Theater, May 10, at 2 PM. Darius will be reading his letter and West Virginia author Sarah Sullivan will be the other featured speaker.



Telephone Etiquette 101:

Winning Patrons and Influencing People in your Library's Telephony

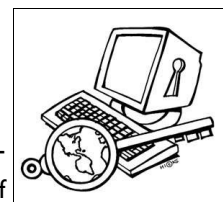
Presenting a professional image, both in person, via email and on the telephone, is very important in serving library patrons. Taking care of your customers over the telephone and making them feel well informed, important and appreciated is essential, whether you are the Circulation Clerk or the Page or the Library Director.

WVLC Library Development Consultant Suzy McGinley has developed a training program in library telephone etiquette which she has delivered in a number of libraries around the state. This and all training in customer service provided by the WVLC is free to West Virginia libraries and their employees.

If you are interested in providing telephone etiquette training or other training resources to your staff, please contact Suzy at 304-558-3978, #2 or 800-642-9021 (in-state) or email Suzy.S.McGinley@wv.gov. This training can be provided in person, or via the Internet to smaller groups of individuals.

WVINFODEPOT.ORG

Putting Databases to Work for Your Patrons



WVLC Consultant Susan Hayden provides training to WV library staff free of charge on using the WVINFODEPOT.ORG databases. **Susan can also personalize training opportunities to meet specific client or instructional needs.** For example, she recently provided training on using InfoDepot resources for teaching 8th Grade students about American Indians.

If you or your staff need training on specific InfoDepot databases or in using them for specific ways, contact Susan at 304-558-3978, #2 or 800-642-9021 or email her at Susan.G.Hayden@wv.gov.



Making Sense of the American Civil War

Ohio County Library part of statewide initiative

The Ohio County Public Library is one of four public libraries involved in "Making Sense of the American Civil War", a sesquicentennial reading and discussion series sponsored by the West Virginia Humanities Council and the West Virginia Center for the Book. Project Librarian Sean Duffy is working with Dr. David Javersak, local author and professor emeritus of history at West Liberty State University, for this reading and discussion series about the Civil War.

Over the course of five meetings works discussed include *March* by Geraldine Brooks, *Crossroads of Freedom: Antietam* by James McPherson, and *America's War: Talking About the Civil War and Emancipation on Their 150th Anniversaries* by Edward L. Ayers. Copies of the books are limited and may be checked out at the Ohio County Public Library.

The first meeting was held on March 19th at the library and 51 people participated in the discussion series that night. To learn more about the Ohio County Public Library check out their website at <http://wheeling.weirton.lib.wv.us>

ON THE AIR

Library Update is a new program from the West Virginia Library Television Network, a part of the Library Commission. The program



is designed to bring information about WVLC programs and services and West Virginia public libraries to both library staff and to the general public.

The Library Television Network can be seen on many cable systems throughout the state. Check you local listings for stations and show times. Archived programs from *Library Update* can also be seen via the web at <http://www.librarycommission.wv.gov/programs/ltn/videoserver/Pages/libraryupdate.aspx>. To find other Library Television Network programs, check out <http://www.librarycommission.wv.gov/programs/ltn/videoserver/Pages/default.aspx>.

AROUND THE STATE ...

MORGANTOWN - The Ninth Annual Mother's Day Tea held by the Morgantown Public Library will be held Sunday, May 6, 2012 at the Garlow House in Morgantown. Three different exotic teas will be served in fine bone china teacups. In addition, unique tea sandwiches and treats to compliment the teas will be served by Morgantown and University High School students.

The proceeds from the tea party will benefit the Shelley A. Marshall Foundation, a charity established by Donn Marshall, a Morgantown native, to honor his wife who was killed in the terrorist attack on the Pentagon on September 11, 2001.

Admission is \$20.00. Two seatings at 1:00 and 3:30 p.m. Seating is limited. Please call early and make reservations with Phyllis Marshall at (304) 599-9309 or (304) 290-9309.

WAYNE - The Wayne Public Library will hold a Book Sale at the Library May 1-4 during regular library hours.

CHARLESTON - The Kanawha County Public Library, in partnership with the Charleston Stage Company will be presenting "Batteries Not Included," an improvisational comedy by the troupe from George Washington High on May 7th at 6:30 PM at the Main Library.

STATEWIDE - Most public libraries in the state will be closed for Memorial Day on May 28th. The West Virginia Library Commission and some public libraries will also be closed on May 8th for election day.



www.librarycommission.wv.gov

SERVICE CENTER LIBRARY DIRECTORS TO MEET

The annual meeting of Service Center Library Directors has been set at the WVLC offices in the Culture Center for May 16th. The meeting will begin with lunch at noon. If you have items you wish to discuss, please contact John Paul Myrick at 800-642-9021.



FROM OUR LIBRARY TO YOURS

By Heather Campbell-Shock

The West Virginia Library Commission has an extensive library science collection that libraries in the state may interlibrary loan. Here are some of our newest titles:

The ALA book of library grant money

Edited by Ann Kepler ISBN: 9780838910580 Call number: 025.11 ALA

Provides profiles of philanthropic programs in the United States – programs associated with private foundations, corporate foundations, and corporate direct givers. All of the funders in this directory have either made grants to libraries within the last few reporting periods or have listed libraries as a typical recipient category.

The black belt librarian : real-world safety & security

Warren Graham ISBN: 978083891372 Call number: 025.82 GRAHAM

Sharing expertise gleaned from more than two decades as a library security manager, the author demonstrates that libraries can maintain their best traditions of openness and public access by creating an unobtrusive yet effective security plan. This guide arms librarians with the confidence and know how they need to maintain a comfortable, productive, and safe environment for everyone in the library.

Disaster response and planning for libraries

Miriam Kahn ISBN: 9780838911518 Call number: 025.82 KAHN

Fire, water, mold, construction problems, power outages—mishaps like these can not only bring library services to a grinding halt, but can also destroy collections and even endanger employees. Preparing for the unexpected is the foundation of a library's best response. Expert Kahn comes to the rescue with this timely update of the best step-by-step, how-to guide for preparing and responding to all types of library disasters.

How to thrive as a solo librarian

Edited by Carol Smallwood and Melissa Clapp ISBN: 9780810882133 Call number: 025.1 HOW

Despite the fact that most of the authors are currently working alone in their library or archives, they do not work in a vacuum. These chapters aim to help librarians thrive in the demanding environment that exists for the solo librarian. Topics covered include time management, community involvement, public relations and marketing, professional development, internet-based ideas, administrative tasks, assessing and moving collections, and general overviews.

MANY MORE MATERIALS ARE AVAILABLE! SEARCH THE CATALOG ON OUR WEBSITE, OR CALL LIBRARY DEVELOPMENT FOR ASSISTANCE.

POWERFUL TOOLS FOR RURAL LIBRARIES

The newly-updated ***Small but Powerful Guide to Winning Big Support for Your Rural Library*** is a guidebook provides tips and tools you can use from the ALA Committee on Rural, Native and Tribal Libraries of All Kinds, the Association for Rural & Small Libraries and the ALA Office for Literacy and Outreach Services.

The Small but Powerful Guide to Winning Big Support for Your Rural Library

Download your own [Print Version](#) (.pdf)

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Ordering Printed Copies

Printed copies of "*The Small but Powerful Guide to Winning Big Support for Your Rural Library*" are also available for ALA members. Orders for under 20 toolkits will be sent free of charge (please include ALA personal or organizational membership number); for orders of 20 and over, the charge is \$.50/toolkit plus a \$7 flat fee for shipping.

Contact: For more information on this toolkit and other resources from ALA about rural libraries, please contact: ALA Office for Literacy and Outreach Services, 50 East Huron Street, Chicago, IL 60611-2798



Cleaning House!

**WVLC provides assistance
to libraries on weeding
collections.**

Weeding (also known as de-selection) is an essential element of library management that ensures the library's materials are useful and accessible. Every library's collection is limited by the space available to house it, and collections should change over time to reflect changes in the community, society-at-large, and the library's goals. Weeding is a periodic or continual evaluation of resources intended to remove items that are no longer useful from the collection.

In recent months, WVLC staff have consulted with numerous libraries on the weeding process and provided training to some libraries rid their shelves of items no longer useful. The intent of their work has been to reduce the average age of materials in West Virginia's public library collections, insuring library users find up-to-date, more accurate materials faster. The process also removes unsightly items from the shelves. The weeding process also makes the patron pay more attention to the remaining items on the shelves, making the patron believe that newer materials are available.

The effort appears to be working! In a recent email to the Library Commission, a public librarian who received WVLC assistance in the eastern part of the state noted, ***"...I had a wonderful comment from a patron who usually comes in about once a week and checks out about 25 books for her grandson. She said, 'I've never seen these books before.' I guess she couldn't see the forest for the trees because I think they had been there for a long time. So you were absolutely right!"***

WVLC staff utilize the CREW method of weeding library collections. Libraries can receive **free** instruction on this vital process. Please contact Melissa Brown in Library Development at 304-558-3978, #2 or 800-642-9021 (in-state) or email Melissa.J.Brown@wv.gov.

There are numerous items in the WVLC Reference Library collections on weeding as well. Please check our online catalog and borrow an item today!

THE RURAL LIBRARY PROJECT

The Rural Library Project is a nonprofit organization committed to the establishment of new, small libraries in rural areas. They collaborate with citizens, public library systems and governments in these areas to raise funds for and build libraries in their towns. They view these local public libraries as centers of learning, community building, and civic pride.

The specific goals and services of The Rural Library Project are to:

- Provide project management services necessary for small rural communities to establish new library facilities. This includes coordinating the design, coordinating and overseeing the construction and overseeing the equipping of the new library to meet community needs and budgets.
- Seek and provide challenge grants for rural communities committed to building new library facilities. These challenge grants are to initiate and assist local public fundraising campaigns to establish new libraries.
- Seek and provide grants to establish summer reading programs following the construction of new library facilities.

The Rural Library Project invites interested communities to explore with us the feasibility of small, local libraries as cost-effective projects to enhance the quality of life throughout rural America. For more information, contact The Rural Library Project, Inc. 585 Harold Ave NE, Atlanta, Georgia 30307-1741, Telephone & Fax: 404-377-5878, E-mail:

danwhite@rurallibraryproject.org, or check out their website at <http://www.rurallibraryproject.org/index.html>.



*The Whitesburg, GA Public
Library built with the aid of the
Rural Library Project.*



Culture Center—State Capitol Complex

Charleston, WV 25305-0620

Telephone: 304-556-3978

Toll-Free (In-state) 800-642-9021

Website: www.librarycommission.wv.gov

Earl Ray Tomlin, *Governor*

Kay Goodwin, *Cabinet Secretary,*

Department of Education and the Arts

Karen E. Goff, *Secretary/State Librarian*

MENTORS STILL NEEDED

Mentors are still needed to help train the next generation of WV public library leaders. Please check out the Bridging the Gap II website and sign up today.

The web address is: www.wvlibrarians.org

ARSL GRANTS

WVLC is offering grants for two library employees from West Virginia to attend the Association for Rural and Small Libraries Conference in Raleigh, NC later this year. For more information and an application, please see <http://www.librarycommission.wv.gov/news/Pages/AssociationofRuralandSmallLibrariesConferenceScholarshipOpportunity.aspx>



EBSCO makes numerous live training opportunities available online, including training in databases offered through WVInfoDepot. For more information, see:

<https://ebscotraining.webex.com/mw0306ld/mywebex/default.do?siteurl=ebscotraining>

PLEASE SAY THANK YOU!

WVLC has received reports from several librarians that their legislators have contacted them and thanked them for the surge in "Thank You" notes and cards received from librarians, library staff, trustees, Friends groups and constituents thanking the Legislators for **increasing in Grants-In-Aid to \$5.00 per capita**. If you haven't written your legislator or the Governor's Office, please do so at your earliest convenience, and encourage others to do so. Our cards and notes have an impact. More importantly, elected officials remember them come funding time in the future.

You did a great job in asking them for the increase—please remember to thank them!

HELP WV! GET YOUR MASTERS!

West Virginia needs professional librarians! Please consider going back to school to get your MLS or MLIS degree. The following schools have ALA-accredited online or nearly all online masters degree programs in library and information science:

[University of Maryland](#)

[University of Pittsburgh](#)

[Clarion University of Pennsylvania](#)

[Kent State University](#)

[University of Alabama](#)

[University of South Carolina](#)

[University of Kentucky](#)

[University of Tennessee](#)

Many of these schools have financial aid packages, and financial aid may be available from the American Library Association and other sources. **Southeastern schools usually offer in-state tuition to West Virginia residents.**